



CENTRAL CAROLINA
TECHNICAL COLLEGE

2020
ANNUAL SECURITY REPORT



Table of Contents

CAMPUS SECURITY AND SAFETY REPORT	4
Status of Campus Safety	4
Law Enforcement Authority and Inter-Agency Relationships.....	5
CCTC Campus Security Department	5
Campus Security Authorities.....	6
Annual Preparation of Crime Statistics.....	6
Disclosure of Crime Statistics.....	7
Daily Crime Log.....	7
Reporting Crimes and Emergencies	7
Timely Warning Procedures.....	9
Emergency Response, Notification, and Evacuation Procedures	11
Security Awareness and Crime Prevention Programs	13
Security of and Access to Campus Facilities	15
Maintenance of Buildings and Grounds	15
Alcohol and Drug Policy	15
SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE, AND STALKING POLICIES, PROGRAMS & PROCEDURES	16
Definitions.....	17
Education, Prevention and Awareness Programs	18
Procedures for Reporting a Complaint of Alleged Domestic Violence, Dating Violence, Sexual Assault, or Stalking	21
Resources for Victims of Domestic Violence, Dating Violence, Sexual Assault and Stalking.....	23
Procedures CCTC Will Follow in the Case of Alleged Dating Violence, Domestic Violence, Sexual Assault or Stalking	25
Sex Offender Registration.....	35
ANNUAL FIRE SAFETY REPORT	35
MISSING STUDENT NOTIFICATION.....	35
CRIME STATISTICS BY CAMPUS	35
Main Campus	36
Health Sciences/Legal Studies Centers (HSC/LSC).....	37
Advanced Manufacturing Technology Training Center (AMTTC)	38
Natural Resources Management Center (NRMC)	39

Lee County Site (LCC).....	40
F.E. Dubose Campus (FED).....	41
Kershaw County Campus (KCC).....	42
Definitions of Reported Crimes.....	43

CAMPUS SECURITY AND SAFETY REPORT

This report was prepared by the Central Carolina Technical College (CCTC) Campus Security Department with support from the offices of the VP for Business Affairs and VP for Student Affairs in order to comply with the Clery Act (formerly known as the Federal Student Right-to-Know and Campus Security Act of 1990). The report describes security practices and procedures at all campuses of Central Carolina Technical College and lists crime statistics for the most recent calendar year and the two preceding calendar years by campus. The College consists of the following campuses as defined by the Clery Act:

- Main Campus, Sumter, SC
- Health Sciences/ Legal Studies Centers (HSC/LSC), Sumter, SC
- Advanced Manufacturing Technology Training Center (AMTTC), Sumter, SC
- Natural Resources Management Center (NRMCC), Sumter, SC
- Lee County Site (LCC), Bishopville, SC
- F.E. Dubose Campus (FED), Manning, SC
- Kershaw County Campus (KCC), Camden, SC

The policies and procedures referred to herein apply to all CCTC campuses unless otherwise noted. CCTC reports each year on the status of campus security to all current students and employees. This report is available online as referenced below, or a paper copy will be provided upon request to current or prospective students and employees.

Crime statistics reported in this publication can also be requested by:

- MAIL: CCTC Campus Security Department, 506 N. Guignard Drive, Sumter, SC 29150
- PHONE: 803-778-6655
- E-MAIL: Direct inquiries to Securityoffice@cctech.edu
- ONLINE: Visit the Campus Security web page at <http://www.cctech.edu/resources/campus-security/> or through the U.S. Department of Education, Office of Post-Secondary Education Campuses Security website at <http://ope.ed.gov/security>.

This publication is intended to provide a general description of campus security arrangements and not to serve as a contractual agreement between CCTC and the recipient. Security procedures are subject to change without notice.

Status of Campus Safety

At CCTC, campus safety and security are shared responsibilities. Clearly, the best protection against campus crime is an aware, informed, alert campus community; students, faculty and staff who use reason and caution; and a strong security or law enforcement presence.

The vast majority of our students, faculty, staff and visitors will never experience crime at CCTC. However, despite our best efforts, crimes may still occur. The men and women of CCTC's Campus Security Department are committed to maintaining a safe and secure campus by providing contemporary and professional public safety services with a strong emphasis on customer service. If you have concerns, questions or comments about the department, federal or state law, or CCTC's compliance with these laws, please contact the Director of Safety and Security at 803-778-6655.

CCTC has a very low crime rate, primarily due to the fact that it is a commuter campus and does not house dormitories or student residences on campus premises. This report includes crime statistics for the College's campuses (on campus), public property within or immediately adjacent to the campuses, and non-campus buildings or property owned or controlled by the College. On campus crime statistics are maintained by the CCTC Campus Security Department and also requested from the specific law enforcement agency that holds jurisdiction over each campus, as well as public property. Non-campus property consists of secondary school locations where the College teaches dual enrollment classes.

Law Enforcement Authority and Inter-Agency Relationships

CCTC Campus Security works closely with all police agencies that have jurisdiction in the areas where our campuses are located. Listed below are the law enforcement agencies with jurisdiction over each campus and their addresses and phone numbers. In the case of emergency, always call 911.

Campus	Law Enforcement Agency	Address	Phone
Main Campus	Sumter Police Department	335 N Lafayette Drive, Sumter	803-436-2700
HSC/LSC	Sumter Police Department	335 N Lafayette Drive, Sumter	803-436-2700
AMTTC	Sumter Police Department	335 N Lafayette Drive, Sumter	803-436-2700
NRMC	Sumter County Sheriff's Office	1281 N. Main Street, Sumter	803-436-2000
LCC	Bishopville Police Department	112 E. Calhoun Street, Bishopville	803-484-5309
FED	Clarendon County Sheriff's Office	217 Commerce Street, Manning	803-435-4414
KCC	Kershaw County Sheriff's Office	821 Ridgeway Road, Lugoff	803-425-1512

In accordance with the S.C. Jessica Horton Act, the College will immediately notify the State Law Enforcement Division (SLED) if there is a report alleging that an act of criminal sexual conduct has occurred on the property of the College.

State Law Enforcement Division (SLED)	4400 Broad River Rd. Columbia	803-737-9000
---------------------------------------	-------------------------------	--------------

These agencies are contacted annually and a request for campus crime statistics is made. Campus Security does not have authority to make arrests and are unarmed. However, off-duty officers from the Sumter Police Department are employed on main campus during peak hours of the day and evening. The college has also employed a School Resource Officer (SRO) at the FE Dubose campus in Clarendon County. These officers bring a law enforcement capability to the college, and can make arrests when necessary. The College does not have a memorandum of understanding with the Sumter Police Department.

CCTC Campus Security Department

The CCTC Campus Security department staff includes a Director of Safety and Security and security staff. Security services are provided full time on main campus, and at the Health Sciences/Legal Studies Centers, Kershaw County Campus, F.E. Dubose Campus and the Advanced Manufacturing Technology Training Center. As mentioned above, off-duty officers from the Sumter Police Department are employed during peak hours of the day and evening on main campus, and are armed. The SRO is employed when there are high school classes occurring at FE Dubose. Some services provided to the College by the Department include:

- Respond to police, fire, medical and environmental emergencies
- Investigate criminal reports, traffic accidents, and suspicious activities

- Assist victims of crime or other incidents by taking reports, doing follow up investigations and referring them to appropriate resources
- Call in law enforcement for official police reports and arrests
- Patrol buildings and parking lots to ensure only authorized individuals are on campus and vehicles are parked only as allowed
- Provide personal safety escorts upon request
- Monitor alarms for intrusion, robbery and environmental hazards
- Comply with federal state and local laws regarding release of information
- Assist with sick/injured and other non-criminal activity
- Provide security consultations to students and personnel
- Assure that CCTC is in compliance with city, state, and federal environmental regulations
- Ensure the safety of the campus by monitoring environmental and safety hazards
- Hold, inventory and return found property
- Present crime prevention and awareness programs

Campus Security Authorities

“Campus Security Authorities” (CSAs) for CCTC, as defined by the Clery Act, include law enforcement and security staff; the VP for Student Affairs; overseers and advisors to student clubs and organizations; and other campus officials who have “significant responsibility for student and campus activities.” CSAs notified of crimes submit crime reports to Campus Security as they are received. Following are the primary CSAs at each campus:

- Director of Safety and Security and all security staff, including off duty police officers
 - Main campus—building M100, room M117; 803-778-6623 or ext. 223
- Security staff at other campuses
 - HSC/LSC—building H2000, security station; 803-778-6627, ext. 227
 - AMTTC—building A1000, security station; 803-774-3373 or ext. 373
 - FED—building C1000, security station; 803-473-2531 or ext. 623
 - KCC- building K1100/K2000, security station; 803-425-8388 or ext. 659
- Director or administrative staff at other campuses
 - NRMC—Josh Castleberry, Dept. Chair; 803-778-6601 or ext. 201
 - LCC— Chantell Ray; 803-483-2282

Annual Preparation of Crime Statistics

The Director of Safety and Security is responsible for ensuring that CCTC compiles and disseminates the annual Clery Report. As required by federal law, the Director of Safety and Security reports this information on an annual basis to the U.S. Department of Education.

The Director of Safety and Security gathers statistical crime data from its own records and from information provided by all designated Campus Security Authorities (CSAs). The below listed agencies are also contacted every year to provide Clery crime statistics for the required geographical areas related to each campus:

- Sumter Police Department
- Sumter County Sheriff's Office
- Bishopville Police Department
- Clarendon County Sheriff's Office
- Kershaw County Sheriff's Office

Disclosure of Crime Statistics

Each year the Director of Safety and Security prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, which requires all colleges and universities in the United States to report their crime statistics and their campus security/law enforcement policies and reporting procedures to the United States Department of Education and the campus community annually by October 1. The College complies and reports these crimes in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting System. This information is available on the Campus Security web page at <http://www.cctech.edu/resources/campus-security/>. A paper copy of this information is also available from the Campus Security office upon request. This annual report contains crime statistics for the most current three-year period and is available to all prospective and current students and employees.

This report is prepared in cooperation with the local law enforcement agencies surrounding our campus and non-campus locations. Campus crime, arrest and referral statistics include those statistics reported to CCTC Campus Security, designated CSAs, and local law enforcement agencies.

Daily Crime Log

Campus Security maintains a Daily Crime Log of all incidents reported to that office for all campuses. This includes all crimes and other serious incidents that occur on campus, including non-campus buildings or properties, on public property adjacent to campus or crimes reported to us by local law enforcement agencies.

The Daily Crime Log includes the incident type, date incident is reported, date and time of incident, and general location of each reported incident type, as well as the disposition of the incident, if known. Campus Security updates its Daily Crime Log within two (2) business days of receiving a report of an incident, and reserves the right to exclude reports from a log in certain circumstances as permitted by law.

Crime logs for all campuses for the most current 60 days (or more) are available on the Campus Security web page at <http://www.cctech.edu/resources/campus-security/>. When requesting older crime logs that are not online, contact the main campus Security Office as noted on page 4 and they will be made available for inspection within two business days.

Reporting Crimes and Emergencies

Students, staff, and visitors should promptly report criminal incidents, accidents, and other emergencies to the local law enforcement agency by dialing 911. Individuals may also report incidents in person on main campus to the CCTC Campus Security office in building M100, room M117; by dialing extension 223 from an on-campus phone, or 803-778-6623 from a cell or other off-campus phone; or by sending an email to securityoffice@cctech.edu. Individuals may also report incidents or suspicious activity on the

anonymous tip form that can be found at <http://www.cctech.edu/keepcctcsafe>. Incidents may also be reported to the offices listed on page 6 of this report for other campuses.

Crime reports can be made at any time the College is open. The College is generally open at the following times for each campus (subject to change). Priority is given to reports of incidents that threaten the life and safety of people, the security of property and the peace of the community.

	<u>Mon-Wed</u>	<u>Tues-Thurs</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
Main Campus	6 am – 10:30 pm	6 am – 10:30 pm	6 am – 8:30 pm	Closed	Closed
HSC/LSC	6 am – 8:30 pm	6 am – 8:30 pm	7:30 am – 5:30 pm	Closed	Closed
AMTTC	7:30 am – 10 pm	7:30 am – 10 pm	8 am - 5:00 pm	Closed	Closed
NRMC	8 am – 4:30 pm	8 am – 4:30 pm	Closed	Closed	Closed
LCC	8 am – 4:30 pm	8 am – 1 pm	Closed	Closed	Closed
FED	7:30 am – 8:00 pm	7:30 am – 8:00 pm	7:30 am – 4:30 pm	Closed	Closed
KCC	8 am – 8 pm	8 am – 8 pm	8 am- 4:30 pm	Closed	Closed

To report a crime, contact Campus Security as listed above. Call CCTC Campus Security if:

- You see someone committing a crime
- You need to report an old crime
- Someone is injured or ill
- You see fire or smell smoke
- You see anyone or anything suspicious
- You think you see a drunken driver
- You have knowledge of a chemical spill

In addition, victims of stalkers or persons with protection orders against another party are strongly encouraged to notify CCTC Campus Security or a CSA of the threat and to provide them with a copy of the protection order so they may enforce it. If the court issues a court order protecting the victim from the alleged perpetrator at CCTC, please have the court list the College separately on the order if possible.

The College will, upon written request, disclose to the alleged victim of violence (as that term is defined in section 16 of title 18, United States Code), the report on the results of any disciplinary proceeding conducted by the College against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for these purposes.

Voluntary Confidential Reporting

Victims, witnesses or persons with relevant information may report alleged crimes or incidents to Campus Security or another Campus Security Authority (CSA) for purposes of investigation, verification, informing the campus community, resolution, or statistical recording. The purpose of such a report is to comply with a wish to keep a matter confidential, as appropriate as possible under the circumstances, while taking steps to insure the future safety of the victim or persons involved. With such information, the College can keep an accurate record about the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method or assailant and alert the campus community

to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics of the College.

Persons desiring to make a confidential or anonymous report should notify Campus Security or another CSA. It should be noted, however, that the College may not be able to assume absolute confidentiality if there is a need to take action to protect the safety of the person making the report or others, and local law enforcement officials may be able to obtain information through the legal process. Nevertheless, the College attempts to handle such confidential information with discretion and due regard for the feelings of the person making the report.

The College's "designated confidential source" is encouraged, if and when they deem it appropriate, to inform persons they are counseling of the procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

Timely Warning Procedures

Central Carolina Technical College will make timely warnings to the CCTC community regarding crimes considered to be a serious or continuing threat to students, faculty, staff, and visitors when reported to Campus Security, or another CSA, or when notified by local law enforcement, or when it may aid in the prevention of similar occurrences. A warning may not be issued if it would compromise safety or impede efforts to assist victim(s), or contain, respond to, or mitigate the emergency.

This includes, but is not limited to:

- Murder and non-negligent manslaughter
- Negligent manslaughter
- Sex offenses (rape, fondling, incest, statutory rape)
- Aggravated assault
- Robbery
- Burglary
- Motor vehicle theft
- Arson

Although the College is not required to provide notification for non-Clery Act crimes, it may if the crime is considered to pose a serious or continuing threat to the CCTC community.

Circumstances for Which a Timely Warning will be Issued

The following factors and circumstances will be considered when issuing a timely warning:

- The nature of the crime;
- The continuing danger to the campus community; and
- The possible risk of compromising law enforcement efforts.

If the threat is sudden and serious, a warning will be issued immediately and will be continually updated until the threat is contained or neutralized. If a threat is less immediate, the warning will be fully developed and distributed after that point in time.

Crimes that could constitute a continuing threat include, but are not limited to:

- Serial crimes that target certain campus populations such as sex crimes or race-based crimes in which the perpetrator has not been apprehended, and
- Ongoing criminal activity in which there is no apparent connection between perpetrator and victim.

Crimes that would not constitute a continuing threat include, but are not limited to:

- Crimes in which the perpetrator has been apprehended, thereby eliminating the threat, and
- Crimes in which an identified perpetrator targets specific individuals to the exclusion of others, such as domestic violence.

Warning Content

The warning contains sufficient information about the nature of the threat to allow members of the campus to take protective action:

- A succinct statement of the incident
- Possible connection to previous incidents if applicable
- Description and drawing of the suspect, if available
- Risk reduction and safety tips
- Other relevant and important information
- Victims' names will be withheld.

In some cases, Campus Security will need to keep some facts confidential to avoid compromising an ongoing investigation.

Manner in Which Timely Warnings will be Disseminated

In all cases, Timely Warning advisories will be sent by College staff via electronic mail directly to all staff, faculty, and students on all CCTC campuses using their College provided email. These advisories may also be made using one or a combination of the following methods:

- Press releases sent to local media outlets (radio, television, newspaper)
- Announcements posted on digital signage throughout the campus
- Web alerts—alerts posted on CCTC's website at www.cctech.edu, announcements in the myCCTC portal, or on CCTC's Facebook and Twitter accounts

The Director of Safety and Security, in consultation with the VP for Business Affairs or President shall make the decision as to whether an incident poses an ongoing threat and if a "Timely Warning" advisory is required. A "Timely Warning" advisory will be issued by the Director of Safety and Security, the Director of Public Relations, or a member of the College's Executive Leadership Team (President and Vice Presidents) and will be labeled with "TIMELY WARNING CAMPUS ALERT" in the header or subject line.

"Timely Warning" campus alerts should be read as soon as they are received. They will often ask members of the CCTC community for their help in gathering information about an incident or in identifying those responsible. You can contact Campus Security by calling 803-778-6623 for main campus or at the number listed on page 6 of this report for other campuses; or via email at securityoffice@cctech.edu.

Emergency Response, Notification, and Evacuation Procedures

Each year, members of the CCTC College community are notified through the following methods that safety and security are everyone's responsibility and they should notify Campus Security of any situation or incident on campus involving a significant emergency or dangerous situation that may involve an immediate or on-going threat to the health and safety of students and/or employees on campus.

- Annual Security Report
- Annual online employee training
- Course syllabi, part A
- Discussions by instructors in first week of class each semester
- Student Catalog & Handbook
- New employee and new student orientations
- Annual email sent to all faculty, staff, and students

Campus Security has a responsibility to respond to such incidents and determine if the situation does, in fact, pose a threat to the community. If that is the case, Campus Security will summon the necessary resources to mitigate, investigate and document any significant emergency or dangerous situation. In addition, federal law requires that the College immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

If Campus Security confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the CCTC community, they will use some or all of the systems described above and below to communicate the threat to the community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population. The Director of Safety and Security will, without delay, determine the content of the notification and initiate the notification system with an initial alert, unless issuing a notification will, in the judgment of the first responders, compromise the efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. If the Director of Safety and Security is not available, another Campus Security staff, the Director of Public Relations, or an Executive Leadership Team member shall make this determination and initiate the notification system. As practical, and without jeopardizing life safety, the Director of Safety and Security or other individual standing in will consult with a member of the Executive Leadership Team. However, if no one is available, or if time does not allow for a delayed warning, this consultation is not required.

As with the above section related to "Timely Warnings", the Director of Safety and Security or designee, the Director of Public Relations, or a member of the College's Executive Leadership Team will complete drafting the content of the immediate notification. In all cases, Immediate Notifications will be sent by CCTC staff via text messaging, phone calls, and emails, as described below to faculty, staff, and students. Other communication tools listed below may also be used.

Available Communications Tools

The College deploys the following types of emergency notification alerts to inform faculty/staff, students, and visitors of emergencies on campus requiring immediate action:

- Text messaging—individuals with cell phone numbers specified in the Banner database are included in the notification delivery. Individuals must opt out in order to be excluded from this service.
- Phone calls—emergency messages can be sent to up to two phone numbers specified in the Banner database.
- Emails—emergency messages can be sent to email addresses in the Banner database
- Broadcast messaging—emergency messages can be broadcast to classrooms and offices to be displayed on computer monitors and/or projected onto screens or monitors through computer projection technology.
- Digital signage—digital signs have been installed throughout the College and can be used to display emergency messages.
- myCCTC and public website—announcements may be made in the College’s web portal, myCCTC and/or the public website.
- Social media—announcements may be made on the College’s Facebook and Twitter accounts.

This list does not imply that all media will be used for every notification. Every incident is unique; therefore, different communication media will be activated based on their reach, effectiveness and location. The following circumstances are outlined to provide guidance to authorized personnel when selecting communication media and to provide the community an understanding as to which forms of communication may be used in various scenarios.

Requires Action: If a situation exists that poses an immediate risk to life safety and requires persons to change their behavior (i.e. seek shelter, evacuate, etc.), information may be pushed using disruptive media (i.e. phone alerts, text messages, digital signage, etc.).

Public Notification: If a situation exists where persons should be notified about an incident that is not immediately life threatening (i.e. crime alerts, situations that have already been contained, etc.), media such as the CCTC website, social media, or select others may be used to communicate the information.

[Determination of the Appropriate Segment of Campus to Receive a Notification](#)

In order to ensure no one is missed, the entire campus will be notified when an emergency notification is made. The message content will explain the location of the situation when possible.

[Determination of Message Content](#)

The person(s) authorized to send a message will also determine the content of the message. There are a number of pre-scripted, pre-approved messages from which authorized person(s) may choose. However, if there is no pre-approved script for the incident, as practical and without jeopardizing life safety, the person authorizing the activation should consult with the Director of Public Relations for content consideration.

[Follow-Up Communication](#)

Once mass notification is issued, the person who authorized the notification should contact the (other) members of the Executive Leadership Team. The initial notification should be followed by a subsequent message(s) that provides greater detail of the incident and/or protective action recommendations. If the

incident requires an extended response time, subsequent information releases should be made at the discretion of the Executive Leadership Team.

Emergency Notification Tests

CCTC Campus Security tests emergency response and evacuation procedures on at least an annual basis during drills and other exercises. These tests are initiated by the Director of Safety and Security and are normally announced and publicized in advance of the drill or exercise. An assessment report is prepared by the Director of Safety and Security and reviewed by the Environmental Safety and Health Team in order to make any necessary corrections to plans, procedures, facilities or equipment for the purpose of improvement.

The Director of Safety and Security maintains records of all tests, drills, and exercises that include a description of the exercise, the date, time, and whether it was announced or unannounced.

Emergency Response Plan

CCTC has developed an Emergency Procedures Guide that provides a comprehensive set of guidelines for directing resources before, during and after campus emergencies and disasters. This Emergency Procedures Guide can be found on the Campus Security web page at <http://www.cctech.edu/resources/campus-security/>. Evacuation and shelter diagrams are posted in all campus buildings.

The local law enforcement or other appropriate local agency will be called for all emergencies. Emergency response for fire, ambulance, or hazardous materials is the joint responsibility of the local fire and police departments.

Security Awareness and Crime Prevention Programs

A community and its police or security staff must do more than simply react to crime. It is important to look for opportunities to deter and/or prevent crime. The CCTC Campus Security Department, Student Affairs Division, Human Resources Department, and/or other departments of the College provide the following services and programs to improve safety on campus and to make the community aware of campus crime and efforts to reduce criminal activity, as well as to minimize their chances of becoming a victim.

Annually

Annual Security Report—CCTC publishes information on how to access the campus crime statistics, campus security services, and important phone numbers. This information is made available to all CCTC current and prospective employees and students.

Active Shooter Training—Campus Security, in conjunction with the Sumter Police Department and other local emergency response agencies conduct annual active shooter training at alternating locations for employees.

College Catalog and Student Handbook – CCTC publishes information related to safety and security in its annual Catalog and Student Handbook. This document is housed on the College's website. Hard copy documents are distributed to designated staff and are available upon request.

Website – The College reviews and updates the website annually. Resources related to campus security are found at: <http://www.cctech.edu/resources/campus-security/> and <http://www.cctech.edu/resources/student-policies-procedures/>.

Annual Required Professional Development Program (PDP) – All full-time equivalent College employees participate in a required online training for Safety and Security and Title IX. This training is completed each year during the fall semester.

Each Semester

New Employee/Student Orientation—during new employee and new student orientations, students and employees are informed of services offered by individual departments across the College. These presentations serve a variety of needs and constituencies and provide information on subjects that outline ways to maintain personal safety, security of personal belongings, and other campus safety measures. The common theme amongst all crime prevention and safety awareness programming is to encourage students and employees to be aware of their responsibility for their own security and the security of others.

Part A of each course syllabi—includes information regarding the College’s emergency procedures.

Email Communications to Students – The Student Affairs Office emails all students each semester to increase awareness of alcohol and drug abuse prevention and sexual violence prevention.

Bulletin Boards – The Office of Student Life updates bulletin boards throughout the main campus each semester to increase awareness and safety. Campus staff maintain bulletin boards at outreach locations. Topics include Domestic Violence Awareness, Rape Prevention and Hotline Information, Denim Day Promotion, Title IX and Designated Confidential Source Information, Sumter Police Department Safety Tips, and Community Resources.

Ongoing/On Request

Campus Lighting Checks—Campus Security staff complete campus lighting checks regularly. Facilities staff are notified when there are burned out or damaged building or parking lot lights. This inspection ensures adequate lighting for students and the public at night on the campus.

Escort Services—Campus Security staff are available to escort individuals to their vehicles as needed upon request. This service is communicated to employees and students during orientations.

Electronic Alarm and Surveillance Systems—Campus Security staff monitor intrusion, fire, and surveillance camera systems. The surveillance camera systems capture and record activity for a limited period of time and can be reviewed upon request.

Architectural Design—Campus Security staff have input into the design of all new and renovated campus facilities with regard to physical and electronic security systems.

Security Inspection—Upon request, Campus Security staff will evaluate a facility’s or department’s physical security and make recommendation for improvements.

Security of and Access to Campus Facilities

CCTC is a safe and secure environment for learning and pursuing academic achievement. The College has instituted safety and security procedures and services, but the personal safety of each individual who enters the campus is her or his responsibility. Failure to take precautions or maintain awareness of the environment and surroundings may result in increased risk. The College will continue to develop and implement security measures, but these measures cannot succeed without the personal support of students, faculty, staff and visitors.

CCTC is open to the public. The campus property is posted. During normal school hours, all College buildings are open for business. After hours, admission to any College facility is limited to authorized persons with a building key and the buildings are opened as events are scheduled. Buildings are secured by facilities and security staff, and parking lots and buildings are periodically patrolled by security staff. When unauthorized persons are found on campus, and do not have a legitimate business need, they will be asked to leave. If they refuse to do so, local law enforcement will be notified and they will be put on no trespass after notice. If they return after being put on no trespass notice, security will notify local law enforcement to have them arrested and charged with trespass after notice.

Maintenance of Buildings and Grounds

The Facilities Department maintains the buildings and grounds for the CCTC campuses and treats security service needs as its highest priority. Personnel respond to reports of inoperable doors, burned out lights, malfunctioning smoke alarms, broken windows and requests from Campus Security. CCTC employees are encouraged to report maintenance problems such as missing lights, plumbing problems or elevators that are not in service by using the College's electronic work order system or by calling 803-778-6690.

Work orders noting security issues with campus facilities can be filed by sending an email to: securityoffice@cctech.edu or by calling 803-778-6623.

Alcohol and Drug Policy

It is the policy of Central Carolina Technical College to provide a drug-free, healthful, safe and secure work and educational environment. Employees and students are required and expected to report to their work, class, or student activities in appropriate mental and physical condition to meet the requirements and expectations of their respective roles. The College is in compliance with the Drug Free Schools and Communities Act (DFSCA) and has established policies and programs in support of this legislation as noted below. In addition, the Student Code of Conduct for CCTC, outlined in the College Catalog and Student Handbook, and College Directive 5.23 Employee Alcohol/Drug Use document this policy.

CCTC prohibits the unlawful manufacture, distribution, dispensation, possession or use of narcotics, drugs, other controlled substances and the possession, use, and sale of alcohol at the workplace and in the educational setting. Unlawful for these purposes means in violation of federal/state/local regulations, policy, procedures, rules, as well as legal statutes. It is unlawful to sell, furnish, or provide alcohol to anyone under 21 years of age. For purposes of this policy, workplace means either on College premises or while conducting College business away from College premises. Educational setting includes both College premises or in approved educational sites off campus.

It is a condition of employment and admission that all employees and students must abide by the policy on alcohol and other drug use as well as related procedures/statements/laws/guidelines. Disciplinary

sanctions for employees who violate the foregoing standards of conduct shall be subject to disciplinary action up to and including termination. Any student who is found to be in violation of the alcohol and/or drug policy will be adjudicated under the Student Code of Conduct for CCTC as outlined in the Catalog & Student Handbook. If found responsible for a violation, the student may face sanctions up to and including expulsion. In addition to the foregoing disciplinary sanctions, violations may be reported to law enforcement authorities for criminal prosecution.

The CCTC Drug and Alcohol Awareness Program Includes:

1. A distribution of the College's Drug and Alcohol Prevention Policy, each semester via email, to all students enrolled at the College. The distribution includes a description of the policy; behaviors which are prohibited; information on the Student Code of Conduct which outlines possible disciplinary sanctions for violating the policy; risks of drug and/or alcohol abuse; and information on drug and alcohol resources for counseling, treatment, and rehabilitation.
2. An annual distribution of the SC Technical College System Policy on Alcohol and Other Drug Use, in writing, to all employees of the College. The College policy (Directive 5.23) was implemented to ensure employees have a safe and drug-free work environment. The policy outlines employee expectations, prohibited behaviors, risks of alcohol and drug use, reporting requirements, and consequences to violations of the policy. The policy also includes a description of applicable South Carolina laws. Distributed along with the policy, is an Alcohol and Other Drug Use Policy Receipt which must be printed, signed, and returned to Human Resources by all employees. A printed version of this policy is provided to all new employees during orientation as part of the New Hire Packet.
3. Policy information shared at New Employee Orientations and New Student Orientations.
4. Statement on Drugs and Alcohol included in Annual Security Report. The report is published on the CCTC website and provided to students and employees via email annually, usually around September 1.
5. Distribution of prevention materials in the Student Center on main campus.
6. Awareness and prevention resources located on college's website. All student events (on and off campus) and all campuses are alcohol and drug free.
7. Random searches are conducted on campus at least once a year; more frequently as needed.
8. Policy information and community health resources shared via the website at: <http://www.cctech.edu/resources/community-information/health-mental-illness-resources/>
9. Community health resources maintained in print version in Student Services office on main campus, at each outreach location (campus), and in the College's Intranet (myCCTC).

SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE, AND STALKING POLICIES, PROGRAMS & PROCEDURES

Central Carolina Technical College does not discriminate on the basis of sex in its educational programs; sexual harassment and sexual violence are considered types of sex-based discrimination. Other acts may also be defined as forms of sex-based discrimination and are also prohibited whether sexually based or not and include dating violence, domestic violence, and stalking. As a result, CCTC issues this statement of policy to inform the community of our comprehensive plan that addresses sexual misconduct, educational and prevention programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on- or off-campus and when it is reported to a College official. In this context, CCTC prohibits the offenses of domestic violence, dating violence, sexual

assault and stalking as those terms are defined for purposes of the *Clery Act* (see definitions below) and reaffirms its commitment to maintain a campus environment that emphasizes the dignity and worth of all members of the College community.

The following College documents address the College's policies and procedures related to sexual harassment and sexual violence:

Students:

- Student Code of Conduct for CCTC in the College Catalog & Student Handbook and Directive 6.50 Student Rights and Due Process
- Directive 6.51 Student Code Procedures for Addressing Alleged Acts of Sexual Violence and Sexual Harassment
- Directive 6.55 Student Grievances and Complaints

Employees:

- Directive 5.33 Non-Discrimination, Anti-Harassment, and Sexual Misconduct
- Directive 5.09 Grievance Procedures

Definitions

Dating Violence—Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence. There are no specific laws in South Carolina regarding dating violence. However, any act of violence arising from any social relationship may be prosecuted in accordance with all existing statutes to include all subsections of South Carolina Code of Laws, Title 16, Chapter 3.

Domestic Violence—A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred. South Carolina Code of Laws, Title 16, Chapter 25 defines intimate relationship as that of legally married spouses; former legally married spouses; a male & female cohabitating or formerly cohabitating or having a child in common; however, any person who is the victim of violence occurring within any other form of intimate relationship may pursue relief in accordance with all other existing state or local laws to include all subsections of South Carolina Code of Laws, Title 16, Chapter 3.

Sexual Assault—Any sexual act directed against another person, without consent of the victim, including where the victim is incapable of giving consent.

- Rape—the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- Fondling—the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- Incest—sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory rape—sexual intercourse with a person who is under the statutory age of consent. In South Carolina the legal age of statutory consent is 16. However, individuals as young as 14 years old are able to consent to have sex with a partner who is 18 years old or younger.

Consent—As defined by the State Board for Technical and Comprehensive Education (SBTCE) Procedure 3-2-106.2, Student Code Procedures for Addressing Alleged Acts of Sexual Violence and Sexual Harassment, is explicit approval and permission to engage in sexual activity demonstrated by clear action, words, or writings. Consent must be informed, voluntary, and mutual, and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to engage in sexual activity with another person does not imply ongoing future consent with that person or consent to engage in that same sexual activity with another person. If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption that meets this standard, or being asleep or unconscious.

Stalking—A course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or to suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Education, Prevention and Awareness Programs

Central Carolina Technical College provides comprehensive and intentional information on culturally relevant, inclusive prevention awareness programs to incoming students and new employees as well as ongoing prevention and awareness campaigns for students and employees. These programs and campaigns explain that the College prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking; they provide definitions of these crimes as well as the definition of consent (as defined above); describe safe and positive options for bystander intervention; provide information on risk

reduction; and provide information on the College's policies and procedures after a sex offense occurs as described in the following sections.

Primary prevention and awareness programs for incoming students and new employees

- New Student Orientation – The College's policies and procedures on Sexual Violence and Harassment are specifically addressed during orientation sessions each semester. Orientation includes information on where to find the policies and procedures, where to find community and College resources, how to contact the College's Title IX Coordinator. The online version of New Student Orientation also includes this information.
- Freshmen Seminar—All freshmen are required to review the online new student orientation, which includes the College's policies and procedures on Sexual Violence and Harassment as an assignment in their freshman seminar course.
- New Employee Orientation—All new employees are required to receive online training and take a quiz on Title IX and VAWA requirements.
- Drug and Alcohol Prevention Policy – The College's Drug and Alcohol Prevention Policy, which includes resources for counseling and treatment, is included in all new employee hire packages.
- Sexual Violence and Harassment Email – The College's policy on Sexual Violence and Harassment is emailed to all students each semester. The policy states that Central Carolina Technical College is committed to providing a safe and secure campus environment for all students, faculty, and staff. It also states that sexual harassment and sexual violence are strictly prohibited by the College. The email includes definitions, risk reduction strategies, procedures for reporting, information on where to find the College's Student Code for Sexual Violence and Harassment, and specific contact information for College and community resources.
- Information included in Annual Security Report regarding Sexual Assault, Dating Violence, Domestic Violence, and Stalking Policies, Programs & Procedures.

Ongoing prevention and awareness campaigns for students and employees

- Bulletin Boards – The Office of Student Life updates bulletin boards throughout the main campus each semester to promote important topics such as Domestic Violence Awareness, Rape Prevention and Hotline Information, Denim Day Promotion, Title IX and Designated Confidential Source Information, Sumter Police Department Safety Tips, and Community Resources.
- Drug and Alcohol Prevention Policy – The College's Drug and Alcohol Prevention Policy, which includes resources for counseling and treatment is emailed to all students each semester and all employees annually.
- Workshops - Specialized workshops in partnership with Sexual Trauma Services of the Midlands are offered at main campus each academic year. Two (2) Title IX related workshops were offered during the 2019-20 academic year.
- Community Resource Book – A collection of community resources is updated annually by the Office of Student Engagement. This book is available in the Registration Lab at main campus and administrative offices of other campuses for easy access by students. A Community Resources brochure is also available to students in myCCTC and in print at all campus locations.
- Website Resources – Resources for information on sexual violence and for victims of sexual violence are listed on the Community Resources page of the College's website at <http://www.cctech.edu/resources/community-information/>.

- Special Events – The College hosts special events, such as Denim Day, to increase awareness of sexual violence. Information from community agencies is shared at student events such as Welcome Week and Spring Fling.
- College Newsletter – The College's student newsletter, Titan Talk, periodically contains information on sexual assault prevention.
- Agency Booklets and Pamphlets – Materials provided by local agencies such as Sexual Trauma Services of the Midlands and Sumter Family Health are distributed to students via display racks in the Student Center on main campus and at other campus locations.
- Information included in Annual Security Report regarding Sexual Assault, Dating Violence, Domestic Violence, and Stalking Policies, Programs & Procedures.
- Annual online employee Title IX and VAWA training

Bystander Intervention

Members of the College community who think someone may be at risk for sexual assault should treat the situation as an emergency and take safe and positive action.

- Assume no one else will act, and get involved immediately if it is safe to do so. Get help from other bystanders if possible.
- Approach people in a friendly and respectable manner. Don't be aggressive or resort to violence.
- Be direct in communications.
- Ensure safety of self and others in surrounding area.
- Call campus security and local law enforcement if situation escalates.

Risk Reduction

Members of the College community should engage in behaviors which can reduce the risk of assault.

- Avoid being in classrooms or buildings alone at night.
- Report any suspicious person or activity to the Campus Security Department.
- Be aware of your surroundings at all times. When walking at night, be alert. Listen for footsteps and voices to be sure no one is following you.
- Avoid unlit areas. Whenever possible, walk and park in well-lit public areas. If you feel uncomfortable, request an escort to your vehicle by contacting the Campus Security Department at 803-778-6623 for main campus or number listed on page 6 for other campuses. Always lock the doors of your car or house. Keep the car doors locked even when you are driving.
- Never pick up hitchhikers.
- When driving, always make sure you have enough gas to reach your destination.
- When walking to your car at night, have your car keys in your hand before leaving the building.
- When walking from your car to your residence, have your door key in hand before you leave your car. If you are being dropped off, ask the driver of the car to wait until you are safely in your residence.
- Minimize alcohol intake.
- Know that you have the right to say "no".

Procedures for Reporting a Complaint of Alleged Domestic Violence, Dating Violence, Sexual Assault, or Stalking

A guiding principle in the reporting of domestic violence, dating violence, sexual assault, and stalking is to avoid possible re-victimizing of the complainant by forcing the individual into any plan of action. It is recommended that a person who has experienced or witnessed one of these crimes consider each of the following:

- Get to a safe place
- Avoid the destruction of evidence by bathing, douching, changing clothes, or cleaning up in any way.
 - Do not bathe, shower, douche or urinate.
 - Do not change clothes, if it can be avoided. If changing clothes is necessary, secure your changed clothes inside a paper bag, not plastic.
 - Do not eat, drink, smoke, rinse your mouth or brush your teeth. These actions may destroy evidence.
 - Do not disturb the crime scene.
- You may call and request medical transportation without divulging that you have been sexually assaulted. Even if you choose not to become involved with the police, you should seek medical assistance.
- If you have been raped, you are strongly encouraged to go through the rape protocol exam for medical attention and for the purpose of preserving important physical evidence of the assault. The rape protocol exam should be done as soon as possible. Physical evidence can be obtained up to 72 hours after the assault. However, as time passes, the quality of the evidence diminishes.
- Contact a friend or family member to be with you.
- Preserve evidence in a paper bag for possible future action. Also, keep copies of emails, text messages, and voice messages.
- Pursue counseling services with appropriate agencies (e.g. Sexual Trauma Services of the Midlands or private providers). Talking with someone who is known and trusted, such as a friend or counselor, and discussing the assault with this person can help alleviate the trauma and can help you determine a plan of action.
- Although CCTC does not have the authority to issue protection, “no contact”, restraining, or similar lawful orders, victims can request these orders from local law enforcement. Victims of stalkers or persons with protection orders against another party are strongly encouraged to notify CCTC Campus Security or the campus CSA of the threat and to provide them with a copy of the protection order so they may enforce it. If the court issues a court order protecting the victim from the alleged perpetrator at CCTC, please have the court list the College separately on the order if possible.

Filing an Official Complaint

Any student, employee, or other member of the College community, who believes that he/she is or has been a victim of sexual harassment, sexual violence (including domestic violence or dating violence), or stalking may file a report with the College’s Chief Student Services Officer (students), campus security, or with the College’s Title IX Coordinator, or designee.

Employees may also inform their supervisor or the College Director of Human Resources. No formal action will be taken against any person unless a written and signed complaint is on file containing sufficient details to allow the Human Resources Director to determine if the policy may have been violated. If a supervisor or manager becomes aware that harassment is occurring, either from personal observation or as a result of an employee coming forward, the supervisor or manager should immediately report it to the Human Resources Director. However, the absence of a written and signed complaint does not preclude the College from investigating allegations of harassment, nor does it prohibit the College from sanctioning an employee when an investigation by the College determines that harassment has occurred.

Contact information for these offices are as follows:

- VP for Student Affairs: Main campus—building M100, room M21A; 803-778-6652 or ext. 252
- Campus Security: Main campus—building M100, room M117; 803-778-6623 or ext. 223
HSC/LSC—building H2000, security station; 803-778-6627 or ext. 227
AMTTC—building A1000, security station; 803-774-3373 or ext. 373
FED—building C1000, security station; 803-473-2531 or ext. 623
KCC—building K1100, security station; 803-425-8388 or ext. 659
- Title IX Coordinator for students: Main campus—building M100, room M6; 803-778-7871 or ext. 471
- Title IX Coordinator for employees/Director of Human Resources: Main campus—building M300A, room A4; 803-778-6688 or ext. 288

Students or employees may also contact any Responsible Employee¹, who has an obligation to report any claim of sexual harassment or sexual assault to the Title IX Coordinator, or designee.

The Title IX Coordinator, or designee will work with a student or employee who files a complaint under this policy to mitigate, to the extent reasonably possible, the likelihood of additional injury during the pendency of the investigation and proceedings. After a complaint has been filed alleging a sex offense covered under this regulation has occurred, the Title IX Coordinator, or designee is obligated to accommodate Complainants' reasonable requests to change academic schedules or other arrangements. A written notice will be provided to the victim explaining what options are available, and how to request them. These options include: minimizing contact between Complainant and Respondent; change in academic and extracurricular activities and college-related work assignments; providing referrals for living arrangements and transportation options, as appropriate. The Title IX Coordinator will make a determination of what measures to take depending on the individual situation.

Consider Filing a Police Report

While not required, a report to the police can empower the complainant allowing them to exercise their legal rights and can aid in the protection of others. CCTC staff will encourage the complainant to file a police report and will assist the complainant in notifying the police if requested. The police will then advise the complainant of the legal process and the requirements for filing a report. In accordance with the S.C. Jessica Horton Act, the College will immediately notify the State Law Enforcement Division (SLED) if there is a report alleging that an act of criminal sexual conduct has occurred on the property of the College. Local law enforcement and SLED contact information is listed on page 5 and below under Resources.

¹At Central Carolina Technical College, Responsible Employees under Title IX are defined as: CCTC faculty, staff who work directly with students, Student Affairs staff, Advisors to recognized Student Organizations, managers, supervisors and administrators.

There may be consequences to waiting to file a police report. Early reports may improve the preparation of a viable prosecution. Filing a police report immediately following the incident does not force the complainant to file charges and prosecute the respondent. However, it does aid in the preservation of valuable evidence if the complainant decides to pursue charges at a later date.

Title IX investigations are separate from criminal investigations. However, the College may need to temporarily delay the fact-finding portion of a Title IX investigation while law enforcement gathers evidence. During this delay, the College will take interim measures to protect the complainant in the educational setting. Additionally, all parties involved will receive updates of the status of the investigation and receive notification once the College resumes its Title IX investigation.

Alternatives to Immediately Filing a Police Report

There are other methods for survivors and witnesses to report domestic violence, dating violence, sexual assault, or stalking:

- Report the crime at a later date.
- Make a complaint to a campus security authority (CSA). Such a complaint may be used for actions which include, but are not limited to, on-campus administrative proceedings.
- Make an anonymous report to a CSA (a report that notifies the College that a domestic violence, dating violence, sexual assault, or stalking incident has occurred, but gives no names or identification). Individuals may also report incidents or suspicious activity on the anonymous tip form that can be found at <http://www.cctech.edu/keepcctcsafe>.
- Contact the Title IX coordinator or Vice President for Student Affairs for more information concerning the administrative process. Students may reference the campus judicial process in the Student Code found in the Student Catalog and Handbook. Faculty and staff may consult with Human Resources or the Title IX coordinator.

Resources for Victims of Domestic Violence, Dating Violence, Sexual Assault and Stalking

The College will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, housing assistance, academic support, disability services, visa and immigration assistance, student financial aid and other services available for victims, both within the College and in the community.

The following resources are available for victims of sexual offenses:

On-Campus

Financial Aid support:

If a student victim would like information regarding financial aid services, they can contact financial aid by one of the methods listed below. The College can assist students with information such as how to apply for a withdrawal from classes or about options for addressing concerns about loan repayment terms and conditions.

Financial Aid Office
Building M300 on main campus
506 N. Guignard Drive
Sumter, SC 29150
FinancialAid@cctech.edu
(803) 778-7831, or extension 431

Title IX Support:
Kenya Dennis, Title IX Coordinator (students)
Building M100, Room M6 on main campus
506 N. Guignard Drive
Sumter, SC 29150
denniskr@cctech.edu
803-778-7871, or extension 471

Ronalda Stover, Title IX Coordinator (employees)
Building M300A, Room A4 on main campus
492 N. Guignard Drive
Sumter, SC 29150
stoverrs@cctech.edu
803-778-6688, or extension 288

Academic Support:

If a student would like assistance in changing their academic schedule, they may contact the appropriate academic dean or the Vice President for Academic Affairs. Academic staff will make every attempt to adjust student schedules as quickly as possible. If a schedule change is not possible due to availability of course sections, an independent study option will be considered. The Title IX Coordinator will serve as a liaison between the student and the Academic Affairs Division as needed.

Mr. Myles Williams, VP for Academic Affairs
Building M500 on main campus
506 N. Guignard Drive
Sumter, SC 29150
williamsmh@cctech.edu
(803) 778-7882, or extension 482

Disability Services:

Disability Services provides individualized reasonable accommodations and support for students with documented disabilities by advocating for equal access to all programs and services on all campuses. Students may contact the Disability Services Coordinator for assistance.

Kenya Dennis, Disability Services and Title IX Coordinator
 Building M100, Room M6 on main campus
 506 N. Guignard Drive
 Sumter, SC 29150
 denniskr@cctech.edu
 (803) 778-7871, or extension 471

Community Resources (students and employees)

Local law enforcement agencies

Campus	Law Enforcement Agency	Address	Phone
Main Campus	Sumter Police Department	335 N Lafayette Drive, Sumter	803-436-2700
HSC/LSC	Sumter Police Department	335 N Lafayette Drive, Sumter	803-436-2700
AMTTC	Sumter Police Department	335 N Lafayette Drive, Sumter	803-436-2700
NRMC	Sumter County Sheriff's Office	1281 N. Main Street, Sumter	803-436-2000
LCC	Bishopville Police Department	112 E. Calhoun Street, Bishopville	803-484-5309
FED	Clarendon County Sheriff's Office	217 Commerce Street, Manning	803-435-4414
KCC	Kershaw County Sheriff's Office	821 Ridgeway Rd., Lugoff	803-425-1512
	State Law Enforcement Division	4400 Broad River Rd., Columbia	803-737-9000

Counseling and other Assistance

YWCA of the Upper Lowlands
 246 Church Street
 Sumter, SC 29150
 803-773-7158

Sexual Trauma Services of the Midlands
 533C Oxford Street
 Sumter, SC 29150
 800-491-RAPE (7273)

Sexual Trauma Services of the Midlands
 3830 Forest Drive, Suite 201
 Columbia, SC 29204
 803-771-RAPE (7273)

The College's website has additional resources listed at <http://www.cctech.edu/resources/community-information/>

Procedures CCTC Will Follow in the Case of Alleged Dating Violence, Domestic Violence, Sexual Assault or Stalking

Central Carolina Technical College proceedings will include a prompt, fair and impartial process from the initial investigation to the final result and will be conducted by officials who receive annual training on the issues related to dating violence, domestic violence, sexual assault and stalking and on how to conduct an investigation and hearing process that protects the safety of the victims and promotes accountability. The College has a Title IX Investigation Team that meets these requirements. Some of the topics of training team members attend include: relevant evidence and how it should be used during a proceeding; proper techniques for questioning witnesses; basic procedural rules for conducting a proceeding; and avoiding actual and perceived conflicts of interest.

The standard of evidence that will be used during any College disciplinary proceeding arising from an allegation of dating violence, domestic violence, sexual assault or stalking is preponderance of evidence, which means that it is more likely than not that the violation occurred as alleged.

The Student Code for the South Carolina Technical College System sets forth the rights and responsibilities of the individual student, identifies behaviors that are not consistent with the values of college communities, and describes the procedures that will be followed to adjudicate cases of alleged misconduct. This Code applies to behavior or complaints alleging acts of sexual violence or sexual harassment, which includes domestic violence, dating violence, and stalking on college property, at college-sponsored activities and events, and to off-campus behavior.

SBTCE policy 8-5-101 & procedure 8-5-101.1 and College policy, Directive 5.33 Non-Discrimination, Anti-Harassment, and Sexual Misconduct provides the same information for employees.

When a student or employee reports that they have been a victim of dating violence, domestic violence, sexual assault or stalking, whether the offense occurred on or off campus, the College will provide the student or employee a written explanation of their rights and options.

Confidentiality

The College will protect Complainants' privacy to the extent possible under the law. In some cases, the College may need to disclose some information about a victim to a third party to provide necessary accommodations or protective measures. In some situations, including those in which disciplinary action is a possible outcome, due process may require disclosure of information to persons accused. The College's Title IX Coordinator, Vice President for Student Affairs, and the Director of Safety and Security will make the determination on disclosure of information. Complainant's will be informed in advance if it becomes necessary to share personally identifying information as discussed above.

The College will make every reasonable effort to abide by Complainants' wishes to remain anonymous; however, the College will balance requests for anonymity/confidentiality with the safety of other members of the community. Factors that will be considered in determining whether to disclose a complaint or report of misconduct to a respondent include: the seriousness of the alleged conduct; the complainant's age; whether there have been other complaints about the same individual; and the alleged violator's rights to receive information about the allegations if the information is maintained by the school as an "education record" under the Family Educational Rights and Privacy Act (FERPA).

Personally identifiable information will not be disclosed in the College's Annual Security Report or Daily Crime Log. Personally identifiable information for this purpose includes the victim's name, address, contact information, social security number, driver's license number, student or employee ID number, date of birth, race, ethnicity, and religious affiliation.

Procedures for Students

Preliminary Investigation

Within five (5) instructional weekdays after the charge has been filed, the Title IX Coordinator, or designee, shall complete a preliminary investigation of the charge and schedule a meeting with the alleged violator

(Respondent) and, if needed, the Complainant. During the investigation, the College will take reasonable measures to ensure the requirements of any judicial no-contact, restraining, or protective orders are followed while the Complainant is engaged in school activities. After discussing the alleged infraction with the Respondent and reviewing available information, the Title IX Coordinator, or designee, will decide whether the information presented during the meeting indicates that a violation occurred. When the Respondent cannot be reached to schedule an appointment or when the Complainant fails to attend the meeting, the Title IX Coordinator, or designee, will base the decision upon the available information.

Possible Sanctions

Following an investigation by the Title IX Coordinator, or designee, and/or hearing before the Hearing Committee the following sanctions may be imposed, if the available information indicates that a violation has occurred:

- Reprimand--A written warning documenting that the student violated a student conduct regulation and indicating that subsequent violations could result in more serious disciplinary sanctions.
- Special Conditions—Completion of a variety of educational activities, relating to the nature of the offense may be imposed. Examples include, but are not limited to the following: a formal apology, an essay or paper on a designated topic, or participation in a special project or activity.
- Disciplinary Probation--A written reprimand documenting that the student violated a student conduct regulation. Probation is for a specified period of time and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions.
- Loss of Privileges-- Suspension or termination of particular student privileges.
- Suspension from the College--Separation from the college for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the student may not return to the campus unless prior permission by the Chief Student Services Officer, or designee, has been granted.
- Expulsion from the College--Permanent separation from the college. An expelled student may not return to the campus unless prior permission by the Chief Student Services Officer, or designee, has been granted. An expelled student will not receive academic credit for the semester in which the expulsion was imposed.
- Additional Measures – Minimizing contact between Complainant and Respondent; may include, but is not limited to: change in academic and extracurricular activities, living arrangements, transportation, dining, and College-related work assignments, as appropriate.
- Any combination of the above.

Notification of Resolution

Within five (5) instructional weekdays of completion of the preliminary investigation, the Title IX Coordinator, or designee, will send a certified letter to the Respondent and to the Complainant simultaneously. This letter will confirm the date of the preliminary hearing, identify the specific regulation(s) that the Respondent allegedly violated, identify the decision, summarize the rationale, and, if the Respondent violated the regulation(s), state the sanction that was imposed. This letter must also state that if the Respondent or the Complainant disagrees with the decision or the sanction, either party may request a hearing before the Hearing Committee, that the request must be submitted no later than two (2) instructional weekdays after receiving the decision letter unless a request is made and approved by the Title IX Coordinator, or designee, for an extension, and that any decision made and sanction imposed after the preliminary investigation may be held in abeyance pending the outcome of the Hearing

Committee's meeting. Under exceptional circumstances, the Title IX coordinator, or designee may extend the timeframe of the investigation and hearing process.

Hearing

If it is determined by the Title IX Coordinator, or designee, that the alleged violation occurred and that a hearing is necessary or if a hearing is requested, the Title IX Coordinator, or designee, shall refer the matter to the Hearing Committee together with a report of the nature of the alleged misconduct, the name of the person(s) filing the complaint(s), the name of the student against whom the charge(s) has (have) been filed, and a summary of the findings from the preliminary investigation. The Title IX Coordinator, or designee, will also take steps, where necessary, to prevent the further harassment of or retaliation against the Complainant, the victim (if not the Complainant), or third parties, such as informing them about how to report subsequent problems, following up with them to ensure that there are no subsequent problems, providing trainings for the school community, and providing sexual harassment or sexual assault or other counseling to the Complainant. The Title IX Coordinator, or designee, where appropriate, will ensure the Complainant is aware of available resources such as victim advocacy, housing assistance, academic support, counseling, disability services, health and mental health services, and legal assistance. The Title IX Coordinator, or designee, where appropriate, will also take steps to prevent the harassment of the Respondent. Furthermore, the Title IX Coordinator, or designee will take prompt corrective action if the Complainant or the victim (if not the Complainant) experiences retaliation or is subjected to further sexual harassment or sexual assault or if the original sanctions imposed on the Respondent are ineffective to protect the safety and well-being of the Complainant, the victim (if not the Complainant), or other members of the College community. In cases involving sexual harassment, the Title IX Coordinator, or designee, will also take reasonable steps to eliminate any hostile environment that has been created, such as conducting trainings and disseminating informational materials. In taking the above-outlined steps, the Title IX Coordinator, or designee, will make every reasonable effort to minimize the burden on the Complainant and/or alleged victim.

At least seven (7) instructional weekdays before the date set for the Hearing Committee's meeting, the Title IX Coordinator, or designee, shall send a certified letter to the Respondent's address of record and to the Complainant's address of record simultaneously. The letter must contain the following information:

- A statement of the charge(s).
- A brief description of the incident that led to the charge (s).
- The name of the person(s) submitting the incident report.
- The date, time, and place of the scheduled hearing.
- Identification of the members and chair of the Hearing Committee
- A list of all witnesses who might be called to testify.
- A statement of each party's procedural rights. These rights follow:
 - - The right to consult counsel. This role of the person acting as counsel is solely to advise the student. Counsel may not address the Hearing Committee or participate in any of the questioning. The student has the responsibility for paying any of the counsel's fees and any other of the counsel's charges.
 - The right to present witnesses on one's behalf.
 - The right to know the names of any witnesses who may be called to testify at the hearing.

- The right to review all available evidence, documents, exhibits, etc., that may be presented at the hearing.
- The right to present evidence; however, the Hearing Committee will determine what evidence is admissible.
- The right to know the identity of the person(s) bringing the charge(s).
- The right to hear witnesses on behalf of the person bringing the charges.
- The right to testify or to refuse to testify without such refusal being detrimental to the student.
- The right to challenge the participation of any member of the Hearing Panel by submitting a written objection to the assigned Title IX Coordinator within three (3) days of notification. Such an objection must state the specific reason(s) for the objection. The Title IX Coordinator will evaluate the objection and determine whether to alter the composition. Any changes in the composition of the Hearing Panel will be provided in writing to both parties prior to the date of the first hearing.
- The right to a fair and impartial decision.
- The right to appeal the Hearing Committee's decision.

On written request of the Respondent or the Complainant, the hearing may be held prior to the expiration of the seven (7) day advance notification period if the Title IX Coordinator, or designee, concurs with this change. The chairperson of the Hearing Committee, in his/her discretion, may postpone the hearing due to circumstances beyond the control of the parties.

Appeal

If either student disagrees with the decision or, only in the cases involving charges of sexual violence, the sanction, the student may submit a written appeal to the College's President. This letter must be submitted within ten (10) instructional weekdays of the date on which the Hearing Committee communicated its decision to the parties involved. The written appeal must include a statement indicating why the student disagrees with the Hearing Committee's findings. The President, or designee, shall review the Hearing Committee's findings, conduct whatever additional inquiries as deemed necessary, and render a decision within ten (10) instructional weekdays of receiving the appeal. The President, whose decision is final, shall have the authority to approve, modify, or overturn the Hearing Committee's decisions and, if needed, void the process and reconvene another Hearing Committee. The President, or designee, will simultaneously inform each student about the outcome of the appeal in a certified letter sent to the student's address of record.

Procedures for Employees

Investigation

Complaints of dating violence, domestic violence, sexual assault or stalking will be investigated as promptly and thoroughly as possible. Upon receiving a complaint of this nature, The Director of Human Resources, who is the College's Title IX Coordinator for employees will notify the President and review the complaint with the appropriate institutional officer and/or division director as needed for accommodations or protective measures and, if deemed necessary, legal counsel. The Human Resources Director will normally conduct the investigation, but in certain circumstances investigator from the Title IX Investigation Team may be designated. During the investigation, the College will take reasonable measures to ensure the requirements of any judicial no-contact, restraining, or protective orders are followed while the Complainant is working or attending classes. If the investigation reveals that the

complaint is valid, the College will take immediate appropriate action to stop the conduct and prevent it from occurring in the future.

Within five (5) business days of receiving the complaint, the Director of Human Resources will:

- Provide a copy of the complaint to the person(s) charged (hereafter referred to as “respondent(s)”; and
- Initiate the investigation to determine whether there is a reasonable basis for believing that the alleged violation of this policy occurred.

During the investigation, the Director of Human Resources, together with other Title IX Investigation Team members and legal counsel, if deemed appropriate, will interview the complainant, the respondent, and any witnesses, to determine whether the alleged conduct occurred.

Within fifteen (15) business days of the complaint being filed (or the matter being referred to the Director of Human Resources, whichever is later), the Director of Human Resources or other person conducting the investigation will conclude the investigation and submit an initial written investigation report of his or her findings to the President, the complainant, and the respondent simultaneously.

If it is determined that the alleged violation has occurred, the Director of Human Resources will recommend that appropriate disciplinary action be taken. See below under “Possible Sanctions”.

If the investigation is inconclusive or if it is determined that there has been no violation as alleged, but some potentially problematic conduct is revealed, other action may be taken.

Within five (5) business days after the initial investigation report is submitted, the Director of Human Resources, together with other members of the Title IX Investigation Team as appropriate, will meet with the complainant and the respondent separately in order to review the findings of the investigation with each in person and to inform them of the action being recommended by the Director of Human Resources. Employees may be accompanied by an attorney or other representative at any stage of the process, though it is not necessary as all meetings within the agency are informal.

The complainant and the respondent may submit statements to the Director of Human Resources challenging the factual basis of the findings. Any such statement must be submitted no later than five (5) business days after the meeting with the Director of Human Resources in which the findings of the investigation are discussed.

After the 5th business day but within ten (10) business days from the date the Director of Human Resources meets with the complainant and respondent, the President will review the final investigative report and any statements submitted by the complainant or respondent, discuss results of the investigation with the Director of Human Resources and other staff as may be appropriate, and decide what action, if any, will be taken. The Director of Human Resources will report the College’s decision to the complainant and the respondent simultaneously in writing and will include finding of fact and a statement for or against disciplinary action. If disciplinary action is to be taken, the action will be stated. The notice to the respondent will include the grievance procedures if any disciplinary action is taken.

Possible Sanctions

If it is determined that this conduct has occurred, the Director of Human Resources will recommend that appropriate disciplinary action be taken. Disciplinary action will depend on the following factors: a) the severity, frequency, and pervasiveness of the conduct; b) prior complaints made by the complainant; c) prior complaints made against the respondent; d) the quality of the evidence (first-hand knowledge, credible corroboration, etc.); and e) the business or academic relationship between the complainant and the respondent.

In accordance with SBTCE policy 8-5-100 and procedure 8-5-100.1 Disciplinary Action, and College Directive 5.16 Corrective or Disciplinary Action, disciplinary misconduct for employees will be handled by one or more of the following actions, but not necessarily in this progressive order.

1. Informal Counseling² –if it appears that an employee has failed to conduct himself/herself in accordance with SBTCE/College policies and procedures, federal or state law, the supervisor may hold a discussion with the employee in which he/she coaches the employee on the expected proper conduct. The supervisor should fully explain what is expected and should be open to consideration of whether special circumstances may have been involved. The supervisor should document the counseling session with the employee and maintain the documentation in a supervisory file.
2. Oral Reprimand² –An employee may be verbally reprimanded for relatively minor infractions involving inappropriate behavior, misconduct, or violation of rules. The supervisor should inform the employee in private that an oral reprimand is being given and that the employee has the opportunity to correct the problem. The supervisor should further inform the employee that unless the problem is corrected, the employee will be subject to stronger disciplinary action up to and including termination. Written documentation of the oral reprimand should be maintained in a supervisory file, to be used to support future disciplinary action if needed.
3. Written Warning²—A written warning may be administered for the first offense of a more serious nature or if a conduct problem continues after the oral reprimand or informal counseling. It should be sufficiently detailed to let the employee know the reasons for the disciplinary action. It should also advise the employee that future occurrence(s) of a similar nature may result in further disciplinary action up to and including termination.
4. Disciplinary (Involuntary) Reassignment—Depending on the severity of and the circumstances related to the offense, disciplinary action may result in an involuntary reassignment to a more suitable job within the College.
5. Disciplinary Demotion—Depending on the severity of and the circumstances related to the offense, disciplinary action may result in a demotion if, during the investigation of the misconduct or offense, it is determined that the employee could possibly function satisfactorily in a position in a lower pay band than what the employee currently occupies.

² May not be formally grieved or appealed through the State Employee Grievance Procedure Act

6. **Disciplinary Suspension**—Disciplinary suspensions are without pay. Accrued annual or sick leave may not be used during a period of suspension. A suspension may be administered for the first offense of a serious nature. It should be employed when management or the supervisor believes that by its use the employee will correct this misconduct. The period of suspension will vary depending on the seriousness of the offense and should be for a specified period of time but only of a duration sufficient to correct misconduct. The employee will be given a written statement of the reasons for disciplinary suspension. During the suspension period, the employee will not be allowed in the workplace.
7. **Investigatory Suspension without pay**—In cases that have many issues or considerations or where the facts are not clearly evident, an investigatory suspension may be used by placing the employee on a leave of absence without pay. Investigatory suspension means the interruption of active employment status (without compensation) pending investigation and a decision as to the extent of disciplinary action. The investigatory suspension should last only long enough to permit time for adequate investigation and the formulation of a decision after the investigation. During the suspension period, the employee will not be allowed in the workplace or to have contact with other employees during business hours.

At the conclusion of the investigation, an investigative report should be developed and a copy placed in an appropriate (confidential) employee relations file in Human Resources. If the allegation is determined to be unfounded, the employee shall be returned to work with back pay.

If the allegation is determined to be founded, time off during an investigatory suspension may be considered part of the disciplinary suspension period if the investigation determines that disciplinary suspension is appropriate. If the investigation determines that appropriate disciplinary action is less than the length of the investigatory suspension without pay, then the employee will receive back pay for the difference.

8. **Termination**—Each offense is viewed on a case by case basis. Severe, egregious, gross or aggravated misconduct or offense may result in immediate termination. In such instances, prior disciplinary actions, warning or attempts to correct the problem are not necessary.

Grievances and Appeals

The College does not have a procedure for complainants to appeal the result of the disciplinary proceeding.

In accordance with SBTCE Policy 8-6-100 and Procedure 8-6-100.1, Grievances and Appeals, and College policy, Directive 5.09 Grievance Procedures, covered employees (those who have satisfied the probationary period) are granted the right to present formal grievance appeals in response to sanctions 4 – 8 listed above as follows:

All actions on a grievance must be complete within a period of forty-five (45) calendar days. Any employee who does not have his/her grievance completed within forty-five (45) calendar days of the filing of such grievance, may appeal directly to the State Human Resources Director after 45 calendar days, so long as

the employee initiates his/her appeal no later than fifty-five (55) calendar days from the initial date the grievance was filed with the System Office/College Human Resource Officer. Otherwise, the employee waives his/her right to appeal. Failure by the agency to issue a final decision within this forty-five (45) calendar day period is considered an adverse decision. The forty-five (45) calendar day period for action by the agency may not be waived.

The following steps are a guideline to ensure timely completion of the agency grievance process. These steps are intended to start with the grieving employee's local human resource officer and proceed from there. The internal time frames may be waived with the mutual written consent of the parties.

Step One

The covered employee initiates a grievance by written correspondence [that includes the nature and substance of the grievance and the relief sought] to the System Office/College Human Resource Officer which must occur within fourteen (14) calendar days of the effective date of the action. The Human Resource Officer shall initially review the grievance to determine whether the matter involves a grievance as defined by the State Employee Grievance Procedure Act. The Human Resource Officer may conduct appropriate investigations and fact findings as he/she may consider necessary to make this determination.

If it is determined that the matter is grievable, the Human Resource Officer will promptly schedule a conference to occur between the covered employee's immediate supervisor, in conjunction with the appropriate Executive Council member of the System Office or Vice President of the College or designee and the covered employee, normally within five (5) calendar days of receipt of the grievance. This conference may occur face-to-face or via telephone, depending on the preference of the employee. However, any initial determination by the Human Resource Officer that the matter may be grieved shall only entitle the covered employee to have the matter considered in accordance with this grievance procedure and shall in no way be construed to be a judicial decision of the merits of the grievance. At the conference the covered employee will have an opportunity to present his/her position regarding the action taken against him/her. Following the conference, appropriate investigations and fact findings to determine whether to accept, reject, or modify the disciplinary action taken against the covered employee may be conducted. The covered employee will be advised of his/her immediate supervisor's and the Executive Council member's/Vice President's and/or designee decision in writing within five (5) calendar days of the conference.

If it is determined that the matter is not grievable, the covered employee shall be so advised in writing by the System/College President, as appropriate, or designee, normally within five (5) calendar days of receipt of the grievance. Should the employee disagree with this decision, the employee may appeal to the State Human Resource Director.

Should the grievance be related to a punitive reclassification, the College Human Resource Officer shall notify and forward the grievance to the System Office Human Resource Services for a determination by the System President as to whether a material issue of fact exists. The System Office Human Resource Services may conduct appropriate investigations and fact findings as he/she may consider necessary to make this determination. If it is determined that the matter is not grievable, the covered employee shall

be so advised in writing by the System President or designee, normally within five (5) calendar days of receipt of the grievance. Such determination shall be a final agency decision within the SCTCS.

Step Two

If the covered employee is not satisfied with the Step One decision, he/she may continue with the grievance procedure. To continue the grievance, the covered employee must notify the System/College President in writing within five (5) calendar days after receiving the Step One decision. The second step official will promptly schedule a conference with the covered employee and he/she will be provided an opportunity at this time to present his/her position regarding the grievance. The System/College President may conduct appropriate investigations and fact findings to determine whether to accept, reject, or modify the disciplinary action taken against the covered employee. The System/College President may designate others to assist in the investigation or in making recommendations.

The second step official shall make a decision within ten (10) calendar days of receipt of the grievance and notify the employee of such decision in writing.

The second step decision may be further grieved by the employee as provided in Step Three below.

In the event that the College President serves as the first step official, then the second step official shall be the System President who will render the final agency decision. If the final agency decision is not satisfactory to the covered employee, this decision may be appealed to the State Human Resources Director.

Step Three

If the decision reached by the second step official is not satisfactory to the college employee, the grievance may be continued to the System President. The college employee must submit a continuance of the grievance in writing to the System President within five (5) calendar days of receipt of the second step official's decision. The college employee shall provide a written summary of the specific facts of the grievance and the relief sought.

The System President may personally handle Step Three of the grievance procedure or may appoint a designee(s) or ad hoc committee. The System President or designee shall conduct whatever inquiries, investigations, and/or fact finding sessions that are considered necessary. Following this review, the System President will determine whether a meeting with the College employee is necessary. The option whether to meet with the College employee or make a decision based on the findings shall belong to the System President. Within fifteen (15) calendar days of receipt of the grievance, the System President will render a decision in writing to all parties concerned. The decision of the System President shall be final within the agency.

Appeals to the State Human Resources Director

If the final agency decision of the System/College President is not satisfactory to the covered employee, the decision may be appealed to the State Human Resources Director. Such appeal must be in writing. The appeal must be made within ten (10) calendar days of receipt of the System President's decision or within fifty-five (55) calendar days of the date of the initial grievance, whichever comes later. Failure to

file an appeal within this time period shall constitute a waiver of the right to appeal by the employee. The Act allows covered employees to appeal to the State Human Resources Director any grievance involving issues specified in the Act only after all administrative remedies to secure relief within the agency have been exhausted.

Sex Offender Registration

In accordance with the “Campus Sex Crimes Prevention Act of 2000”, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the College is providing a link to the South Carolina Sex Offenders Registry Website at <http://scor.sled.sc.gov/ConditionsOfUse.Aspix>. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In South Carolina, convicted sex offenders must register with the Sex Offender and Crimes Against Minors Registry maintained by the South Carolina Law Enforcement Division (SLED).

ANNUAL FIRE SAFETY REPORT

Central Carolina Technical College does not maintain any on campus student housing facilities; therefore, the College does not report this.

MISSING STUDENT NOTIFICATION

Central Carolina Technical College does not maintain any on campus student housing facilities; therefore, the College does not report this.

CRIME STATISTICS BY CAMPUS

The following pages include Clery crime statistics for each campus of Central Carolina Technical College for the years 2017, 2018, and 2019.

CENTRAL CAROLINA TECHNICAL COLLEGE CLERY STATISTICAL REPORT

Main Campus

Criminal Offenses	On Campus ¹			Public Property ²			Non Campus ³		
	2017	2018	2019	2017	2018	2019	2017	2018	2019
Murder and Non Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	1	0	0	0	0	0	0	0	0
Burglary	0	1	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0

VAWA Offenses	On Campus ¹			Public Property ²			Non Campus ³		
	2017	2018	2019	2017	2018	2019	2017	2018	2019
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	1	1	0	0	0	0	0	0	0

Arrests	On Campus ¹			Public Property ²			Non Campus ³		
	2017	2018	2019	2017	2018	2019	2017	2018	2019
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0	0	0	0

Referrals	On Campus ¹			Public Property ²			Non Campus ³		
	2017	2018	2019	2017	2018	2019	2017	2018	2019
Liquor Law Violations	3	1	0	0	0	0	0	0	0
Drug Abuse Violations	2	2	3	0	0	0	0	0	0
Weapons Violations	0	2	0	0	0	0	0	0	0

There were no unfounded reports for Main Campus in 2019.

There were no hate crimes reported for Main Campus in 2017, 2018, or 2019.

CENTRAL CAROLINA TECHNICAL COLLEGE CLERY STATISTICAL REPORT
Health Sciences/Legal Studies Centers (HSC/LSC)

Criminal Offenses	On Campus¹			Public Property²			Non Campus³		
	2017	2018	2019	2017	2018	2019	2017	2018	2019
Murder and Non Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0

VAWA Offenses	On Campus¹			Public Property²			Non Campus³		
	2017	2018	2019	2017	2018	2019	2017	2018	2019
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

Arrests	On Campus¹			Public Property²			Non Campus³		
	2017	2018	2019	2017	2018	2019	2017	2018	2019
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0	0	0	0

Referrals	On Campus¹			Public Property²			Non Campus³		
	2017	2018	2019	2017	2018	2019	2017	2018	2019
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0	0	0	0

There were no unfounded reports for HSC/LSC in 2019.

There were no hate crimes reported for HSC/LSC in 2017, 2018, or 2019.

CENTRAL CAROLINA TECHNICAL COLLEGE CLERY STATISTICAL REPORT
Advanced Manufacturing Technology Training Center (AMTTC)

Criminal Offenses	On Campus ¹			Public Property ²			Non Campus ³		
	2017	2018	2019	2017	2018	2019	2017	2018	2019
Murder and Non Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	1	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0

VAWA Offenses	On Campus ¹			Public Property ²			Non Campus ³		
	2017	2018	2019	2017	2018	2019	2017	2018	2019
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

Arrests	On Campus ¹			Public Property ²			Non Campus ³		
	2017	2018	2019	2017	2018	2019	2017	2018	2019
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0	0	0	0

Referrals	On Campus ¹			Public Property ²			Non Campus ³		
	2017	2018	2019	2017	2018	2019	2017	2018	2019
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0	0	0	0

There were no unfounded reports for AMTTC in 2019.

There were no hate crimes reported for AMTTC in 2017, 2018, or 2019.

CENTRAL CAROLINA TECHNICAL COLLEGE CLERY STATISTICAL REPORT
 Natural Resources Management Center (NRMC)

Criminal Offenses	On Campus ¹			Public Property ²			Non Campus ³		
	2017	2018	2019	2017	2018	2019	2017	2018	2019
Murder and Non Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0

VAWA Offenses	On Campus ¹			Public Property ²			Non Campus ³		
	2017	2018	2019	2017	2018	2019	2017	2018	2019
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

Arrests	On Campus ¹			Public Property ²			Non Campus ³		
	2017	2018	2019	2017	2018	2019	2017	2018	2019
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0	0	0	0

Referrals	On Campus ¹			Public Property ²			Non Campus ³		
	2017	2018	2019	2017	2018	2019	2017	2018	2019
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0	0	0	0

There were no unfounded reports for NRMC in 2019.

There were no hate crimes reported for NRMC in 2017, 2018, or 2019.

CENTRAL CAROLINA TECHNICAL COLLEGE CLERY STATISTICAL REPORT
Lee County Site (LCC)

Criminal Offenses	On Campus¹			Public Property²			Non Campus³		
	2017	2018	2019	2017	2018	2019	2017	2018	2019
Murder and Non Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0

VAWA Offenses	On Campus¹			Public Property²			Non Campus³		
	2017	2018	2019	2017	2018	2019	2017	2018	2019
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

Arrests	On Campus¹			Public Property²			Non Campus³		
	2017	2018	2019	2017	2018	2019	2017	2018	2019
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0	0	0	0

Referrals	On Campus¹			Public Property²			Non Campus³		
	2017	2018	2019	2017	2018	2019	2017	2018	2019
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0	0	0	0

There were no unfounded reports for LCC in 2019.

There were no hate crimes reported for LCC in 2017, 2018, or 2019.

CENTRAL CAROLINA TECHNICAL COLLEGE CLERY STATISTICAL REPORT
F.E. Dubose Campus (FED)

Criminal Offenses	On Campus ¹			Public Property ²			Non Campus ³		
	2017	2018	2019	2017	2018	2019	2017	2018	2019
Murder and Non Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0

VAWA Offenses	On Campus ¹			Public Property ²			Non Campus ³		
	2017	2018	2019	2017	2018	2019	2017	2018	2019
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

Arrests	On Campus ¹			Public Property ²			Non Campus ³		
	2017	2018	2019	2017	2018	2019	2017	2018	2019
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Weapons Violations	0	0	1	0	0	0	0	0	0

Referrals	On Campus ¹			Public Property ²			Non Campus ³		
	2017	2018	2019	2017	2018	2019	2017	2018	2019
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	1	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0	0	0	0

There were no unfounded reports for FED in 2019.

There were no hate crimes reported for FED in 2017, 2018, or 2019.

CENTRAL CAROLINA TECHNICAL COLLEGE CLERY STATISTICAL REPORT
Kershaw County Campus (KCC)

Criminal Offenses	On Campus ¹			Public Property ²			Non Campus ³		
	2017	2018	2019	2017	2018	2019	2017	2018	2019
Murder and Non Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0

VAWA Offenses	On Campus ¹			Public Property ²			Non Campus ³		
	2017	2018	2019	2017	2018	2019	2017	2018	2019
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	1	0	0	0	0	0	0	0

Arrests	On Campus ¹			Public Property ²			Non Campus ³		
	2017	2018	2019	2017	2018	2019	2017	2018	2019
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	2	0	0	0	0	0	0	0
Weapons Violations	0	0	0	0	0	0	0	0	0

Referrals	On Campus ¹			Public Property ²			Non Campus ³		
	2017	2018	2019	2017	2018	2019	2017	2018	2019
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Weapons Violations	2	0	0	0	0	0	0	0	0

There were no unfounded reports for KCC in 2019.

There were no hate crimes reported for KCC in 2017, 2018, or 2019.

¹The term “on campus” means:

- Any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls (*CCTC does not have any residential facilities*); and
- Property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor).

²The term “public property” means all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution’s educational purposes.

³The term “non-campus” means:

- Any building or property owned or controlled by a student organization recognized by the institution (*CCTC does not have any off-campus student organizations*); and
- Any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution’s educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution.

Definitions of Reported Crimes

The following definitions are crimes that Federal Law requires institutions to report:

Criminal Offenses

Criminal Homicide-Murder and Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

Criminal Homicide-Manslaughter by Negligence: The killing of another person through gross negligence.

Sexual Assault: Defined within the “Sexual Assault, Dating Violence, Domestic Violence, and Stalking Policies, Programs & Procedures” on page 17.

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed).

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Burglary vs. Larceny: An incident must meet three conditions to be classified as a Burglary.

- There must be evidence of unlawful entry (trespass). Both forcible entry and unlawful entry—no force are counted.
- The unlawful entry must occur within a structure, which is defined as having four walls, a roof, and a door.
- The unlawful entry into a structure must show evidence that the entry was made in order to commit a felony or theft. If the intent was not to commit a felony or theft, or if the intent cannot be determined, the proper classification is Larceny.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned including joyriding).

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Hate Crimes

A hate crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Under the *Clery Act*, only the following eight categories of bias are reported: Race, Religion, Sexual Orientation, Gender, Gender Identity, Ethnicity, National Origin, and Disability. Any of the above-mentioned offenses, and any incidents of the following that were motivated by bias are reported.

Larceny-Theft: The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism of Property: To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Violence Against Women Act (VAWA) Offenses

Dating Violence, Domestic Violence, and Stalking are defined within the “Sexual Assault, Dating Violence, Domestic Violence, and Stalking Policies, Programs & Procedures” on pages 17-18. (Note that Sexual Assault is also a VAWA Offense but is included in the Criminal Offenses category for *Clery Act* reporting purposes).

Arrests and Referrals for Disciplinary Action for:

Weapons Law Violations: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons; including weapons offenses that are regulatory in nature.

Drug Abuse Violations: Violations of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use; the unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance; arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

Liquor Law Violations: The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.